

## **Boys & Girls Clubs of Greater Kalamazoo**

### **JOB POSTING**

#### **Director of Administration and Development**

The Board of Directors of the Boys & Girls Clubs of Greater Kalamazoo is seeking a dedicated career-oriented individual to fill the position of Director of Administration and Development. This position oversees critical administrative functions with primary concern for resource development; public relations; human resources; program evaluation and reporting; fiscal management, and strategic planning. As a member of the senior management team, the Director of Administration and Development will help lead the agency in fulfilling its mission of providing the needed leadership, guidance, and inspiration that will help girls and boys grow up to be responsible adults.

A successful candidate will possess a Bachelor's Degree in Non-Profit Administration, Business, or a related field and at least 3-5 years administrative experience in a non-profit agency that includes background in human resources, resource development, staff management, and strategic planning. The candidate must have demonstrated experience with all aspects of resource development, including grant writing, special events, annual campaigns, and donor cultivation and stewardship, and outcome measurement. Must be able to organize, plan and coordinate operations in a multi-unit organization. Strong communication, organizational skills, and interpersonal skills required. Background in youth development a plus, but not required.

The Boys & Girls Clubs of Greater Kalamazoo offers a competitive salary and benefits package.

Qualified candidates should submit cover letter, resume, and salary requirements to:

[roberte@bgckzoo.org](mailto:roberte@bgckzoo.org)

Boys & Girls Clubs of Greater Kalamazoo  
Attn: Robert Ezelle  
915 Lake Street  
Kalamazoo, MI 49001

No phone calls, please.